



THE CITY OF SAN DIEGO

HOW TO PROCESS

Changes to Approved Plans

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
BULLETIN
118
August 2003

This Information Bulletin describes the procedures for obtaining approval for changes in construction plans that have already been approved for permits.

I. OPTIONS FOR SERVICE

For more efficient service, appointments are recommended for plan review. If the permit has not been issued, refer to plan review correction sheets for the proper numbers to call for appointments.

If the permit has already been issued or if you have any questions on setting up appointments, call (619) 446-5300 for assistance. *Note: This phone number is for setting appointments only; Call (619) 446-5000 for general information regarding your project.*

Regardless of the location of your appointments, when the plan change process is started you must visit the Development Services Center located at 1222 First Avenue, third floor. At that point, any necessary adjustments to your plan records on the computer will be made, necessary clearances will be set, and you will receive instructions on how to proceed.

When plan change approvals are complete, you will receive an invoice to pay any required fees and to obtain final validation of the changes to your plans. If a permit is to be issued, you will be referred to staff to complete the process. An appointment for this service is highly recommended.

II. ITEMS TO SUPPLY

A. Revised plans

1. Additional sheets must be provided to supplement or replace the sheets and/or details in the original submittal. Details or portions of the original plans replaced by the revisions must be removed or clearly deleted.
2. If the original submittal was prepared by a licensed/registered architect or engineer, that same professional must sign the revised plans. Otherwise, the property owner or contractor of record may make such revisions. For more information see Building Newsletter 1-1, "Revisions to Approved Plans."

Three sets of revised sheets or plan sets will be required to complete the process.

B. Revised calculations

If any replacement calculations are required, both the old and new sets of calculations should be provided for plan check.

Documents referenced in this bulletin:

- **DS-3032, Permit Application**
- **Building Newsletter 1-1, Revisions to Approved Plans**
- **Information Bulletin 501, Fee Schedule, Construction Permits - Structures**

C. Permit application (DS-3032)

If the permit has not been issued, modify the permit application to reflect any changes in description of work or floor area.

If the permit is already issued and there is a change of scope of work requiring an additional permit, a new application for the additional work is required. Instructions for completing the application can be found on the reverse of the application form. If you are not sure if an additional permit is required, call (619) 446-5000 for information.

If the owner cannot be present to sign a new application on an "owner-builder" project, please telephone (619) 446-5000 to request that forms be mailed to the owner.

III. FEES

Any or all of the following fees may be due. Be prepared with a sufficient number of checks to complete your process. The City of San Diego will accept major credit cards for permit fees, but many other fees may require separate checks; such as (depending on the scope of the change):

Supplemental plan review fees may be assessed hourly depending upon the scope of the change. If fees are due, there is a one-half hour minimum charge.

If an additional permit is required, permit fees will be due. Please refer to Information Bulletin 501, "Fee Schedule, Construction Permits - Structures" for the appropriate amount.

Additional development fees, school fees, water and sewer fees, or County water capacity fees may be due. School fees for San Diego Unified School District can be handled by FAX from the Development Services Center, but require a separate check. Other school districts require a visit to their office to pay fees, but you will need a printout from the Development Services Center first.

This information is available in alternative formats for persons with disabilities.
To request this bulletin in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).
Be sure to see us on the WorldWide Web at www.sandiego.gov/development-services

DS-5118 (08-03)